# **Home Care Aide Certification Checklist**

### **Requirements Under the Law:**

You must complete **75** hours of training (Includes 5 hours of orientation and safety) within **120** days of your hire date and become a certified Home Care Aide within **200** days of hire. If you do not meet these deadlines you cannot continue to be paid. **Use the following RECOMMENDED timelines and checklist for the best chance of meeting these deadlines**.

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|--|---|--|--|--|
| Complete with your Employer to become a Home Care Aide   | Check each Box after completing a step            |  |  |  |
| Complete a Name and Date of Birth background check through your (OCA#) is generated from this background check. Write OCA# here.   | employer. An originating case agency number       |  |  |  |
| Complete a Fingerprint Appointment form and schedule a fingerprin  | at appointment. The OCA# will go on this form.    |  |  |  |
| Fingerprint appointment time:  |   |  |  |  |
| Before you provide care: Complete Orientation (2 hours) and Safety these classes. These certificates become a part of your 75 hour basic under Training to find an approved instructor. The 120 days to comp   | training requirement. On back of this flyer, look |  |  |  |
| Step 1: You submit a Department of Health (DOH) appli  | cation  |  |  |  |
| Complete by 14 days from hire: Apply to the DOH for certification.  OCA # must be on the DOH form. Mail \$60 fee by check or money or  |   |  |  |  |
| ⇒ You are assigned a 10 digit DOH credential # (begins with HM). Find your DOH credential number on the DOH website by clicking on "Provider Credential Search". You need this # for your Prometric application. #   |   |  |  |  |
| If you are limited English proficient (this means your ability to read, vector for an additional 60 day provisional certification. You must indicate to  |   |  |  |  |
| Step 2: You register for Training  |   |  |  |  |
| Recommend you do this by 14 days from hire: Register for basic tra   | nining.   |  |  |  |
| Recommend you complete by 60 days from hire: Complete your training as soon as possible to ensure you get classes in the area where you live and in time to meet testing and certification deadlines. On back of this flyer, look under Training to find an approved instructor. |   |  |  |  |
| You will get your 75 hour Certificate of Completion (DSHS Training Certificate) from the DSHS approved instructor who teaches the last hour of your 75 hour basic training. Show all certificates to this instructor.  |   |  |  |  |
| Once you complete the required training mail your Certificate of Copepartment of Health. See back of flyer for the address.  | mpletion (75 hour training certificate) to the    |  |  |  |
| Step 3: You submit a Prometric Candidate Application to  | o schedule your test                              |  |  |  |
| Once training is scheduled: Apply to Prometric to take the HCA write Application Form For WA State HCA Examinations and \$115. Pay the Card or Visa.   |   |  |  |  |
| $\Rightarrow$ Use the above DOH assigned 10 digit credential # as the candidate  | ID # requested on this form.                      |  |  |  |
| ⇒ The HCA skills exam can be taken in Spanish, Russian, Vietnamese, taken orally in English or in any of these languages. See back of fly  |   |  |  |  |
| Step 4: Complete training and testing then DOH will de   | termine Home Care Aide Certification              |  |  |  |
| Once you complete training: Take the test as scheduled. Write date   | here.   |  |  |  |
| ⇒ You must complete 75 hours of training to take the exam. Resched<br>if you have NOT completed the training by the expected training en   | ·   |  |  |  |
| ⇒ If you fail the exam, reapply immediately to Prometric to retest. Re<br>each retest. See the Prometric website listed on the back of this fly  |   |  |  |  |

Check the DOH website to verify your "Active" credential status once you pass the exam. Website on back of flyer.

See back of flyer for websites, mailing addresses, contact information and helpful tips



### Give yourself the best chance of meeting mandatory deadlines!

Recommended

14 Days → 30 Days → 60 Days → 65 Days

Register for Training Apply to Prometric Apply to DOH

(DOH 14 day Mandatory)

Recommended

65 Days

Complete Training Take Test

(DOH 14 day Mandatory)

A Reginning 7/29/2012 the deadline to complete testing

 Beginning 7/28/2013 the deadline to complete testing and certification as a HCA will be extended to 200 days of hire. Mandatory Deadlines
120 days for training
200 & 260 Certification

Allows time to meet training by 120th day and certification by 200th day or Provisional certification to the 260th day.



### If You Don't Meet Training and Certification Deadlines

• You **CANNOT** be paid to provide care.

### **How to Take the HCA Exam in Other Languages**

To take the HCA exam in Spanish, Russian, Vietnamese, Korean or Chinese, check the language desired on page 2 of the Prometric HCA Exam Application. To take the written test orally in English or one of these languages, check "Oral Exam and Skills exam" under "First Time Tester" on page 2 of the HCA Application. If you choose an oral test, the computer

## **HCA Credentialing Contact Information**

| Who       | Telephone and Fax   | Mailing Address  | Email                    |
|-----------|---|--|--------------------------|
| DOH       | HCA Credentialing Coordinator<br>(360) 236-2700<br>DOH Customer Service<br>(360) 236-4700   | Mail application with fee to:  DOH Home Care Aide Credentialing P.O. Box 1099 Olympia, WA 98507 Mail 75 Hour certificate or other documents NOT sent with initial application to:  DOH Home Care Aide Credentialing P.O. Box 47877 Olympia, WA 98504 | Homecareaides@doh.wa.gov |
| Prometric | Telephone 1-800-324-4689 Fax 1-800-813-6670 Faxing gets you a test appointment faster. If faxed, fee must be paid by credit card. | Mail application and fee to: Prometric Attn: WA Home Care Aide Program 7941 Corporate Drive Nottingham, MD 21236   | WAHCA@prometric.com      |



### **HCA Quick Links**

# Find these links in one location @ www.adsa.dshs.wa.gov/professional/training/links

#### **Background Checks**

- Background Check Authorization Form
- Fingerprint Appointment Form
- BCCU website

### Certification—DOH

- Main Website
- HCA Certification Application
- Provider Credential Search

### **Certification Exam—Prometric**

- Main Website
- WA State HCA Examinations
   Application Form
- HCA Test Information Bulletin

#### **Training**

• Find a Class/Instructor

